

## **Job Description: Code Enforcement Officer**

The Code Enforcement Officer (CEO) is responsible for the enforcement of local building and zoning codes for the Town of Newstead along with New York State building codes. The CEO reports to the Town Board. Job duties include:

- Reviews plans for compliance with building and zoning codes and approves all building permit applications.
- Inspects buildings and structures in the process of construction or repair. The CEO keeps a written record of all inspections, and performs inspections in a timely manner. Inspection appointments will be scheduled through the Building Department staff.
- Upon final inspection of repairs or construction, CEO issues Certificates of Occupancy or Compliance when applicable building codes and zoning law compliance has been verified.
- Conducts annual fire safety/operating permit inspections of commercial, multi-unit and public assembly properties. These inspections should be completed during the slower building season (winter months).
- Inspects and investigates all structure, woodburning appliance and chimney fires. CEO is on call 24 hours a day concerning building safety, i.e. structure or woodburning appliance and chimney fires to determine if a structure is safe for occupancy after a fire at the request of Fire Chief via Amherst Fire Control. Will be present whenever possible at all structure fires within the Town of Newstead.
- Attend Fire Company meetings (Akron, Newstead Erie County) as needed, and have an open line of communication with Fire Chiefs.
- Zoning road work. Defined as discovery of zoning or building violations when travelling to and from inspection appointments. Occasional travel down a road not travelled within past few months is warranted.
- Issues violation letters, violation notices and court notices. Make Town Court appearances regarding prosecution of building and zoning violations

- Investigates written/notarized complaints and attempts to remediate with assistance by staff or Town Board, Town Engineer, Town Attorney) for the best solution. Refers complaint to appropriate individuals or agencies for remediation, if necessary.
- Attends Town Board meetings, as well as special meetings, when presence is requested. Attends Planning and Zoning Board meetings as resource for State and Town laws. Attends Planning Board agenda meetings on Thursday mornings prior to Planning Board meeting date. Reviews site plans and subdivision applications made to the Planning Board for adherence to building and zoning codes. Monitors site plan compliance and any conditions set by the Town.
- Floodplain Administrator – responsible for administration of Town Code Chapter 202 Flood Damage Prevention. Issues floodplain development permits and responds to floodplain inquiries.
- Any other duties as may be required by Newstead Town Board.

### **Education and General Requirements**

High School Diploma

New York State Drivers License

Fire Inspector Accreditation

Communication Skills

Supervisory Skills + Experience

New York State Certification + Code Enforcement Officer Annual 24 Hours

Continuing Education